

**GENERAL DEFINITION OF WORK:**

Performs intermediate paraprofessional and responsible administrative work assisting with a variety of specialized office support and administrative tasks; does related work as required. Work is performed under general supervision.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Coordinating issuance of food stamps; serving as computer security officer; providing technical support for department computers; handling department petty cash and cash collections and processing related documentation; preparing and maintaining files and records.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Serves as lead worker; monitors and supervises/manages unit and office operations.
- Performs customer service functions; receives moneys in payment of departmental fees/services; records transactions, issues receipts, and forwards revenues as appropriate; reconciles related ledgers.
- Issues food stamps and processes related documentation; logs daily issuance of stamps; prints daily registers for food stamps; prepares State/Federal food stamp reports; conducts RMS samplings for program reimbursement; updates application tracking; reconciles food stamps for coding; maintains ledgers for food stamp recipients; prints/emails letters for repayment.
- Maintains petty cash funds and related records; issues funds for expenditures; ensures proper documentation of expenditures; balances funds; prepares petty cash accounting reports; requests reimbursement of funds.
- Coordinates and tracks Social Security payments.
- Prepares cash collection reports and deposits; records collections and maintains ledgers; writes checks; designs and implements accounting forms; maintains and analyzes special welfare accounts.
- Serves as security officer for computer systems; ensures compliance with data security procedures; establishes and maintains employee access to systems; prepares reports; prepares State forms for security access and maintains access to State tax system.
- Assists with moving and setup of hardware; maintains hardware inventory; arranges equipment replacement according to IT procedures.
- Coordinates recruiting process with County and State HR departments; enters employees into State tracking system; prepares and maintains files.
- Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, scanning, desktop publishing, email, Internet, or other computer programs.
- Answers incoming telephone calls; provides information and assistance; records/relays messages or directs calls to appropriate personnel; responds to requests for service or assistance.
- Enters case actions and assists with cutting checks.
- Tracks County ledgers for reimbursements; enters case actions for payments and cuts checks; tracks Special Welfare payments.
- Coordinates submission of annual compensation plan.
- Supports and assists the Director and Administrative Manager (may handle calls, calendars and correspondence)
- Manages and Oversees Special Projects as assigned by the Director and Administrative Manager
- Performs related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of the organization and functions of the department and of general administrative policies and practices; comprehensive knowledge of standard office practices, procedures, equipment and office support techniques; comprehensive knowledge of business English, spelling and arithmetic; ability to read, understand and interpret difficult materials with complicated information that may contain excerpts from regulatory and/or legal documents; ability to keep office records and to prepare accurate reports from file sources; ability to perform and organize work independently; ability to prepare effective correspondence on routine matters and to perform office management details without referral to supervisor; ability to operate standard office and computer equipment including ability to operate specialized software; ability to establish and maintain effective working relationships with associates and the general public.

**EDUCATION AND EXPERIENCE:**

Any combination of education equivalent to graduation from an accredited community college with major course work in Business Management or related field and considerable experience in administrative support and office operations.

**PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

is not subject to adverse environmental conditions.

**SPECIAL REQUIREMENTS:**

Must be a Notary Public of the Commonwealth.